

**TAB**

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18 February 1953

PERSONNEL DIRECTOR MEMORANDUM NO. 5-53

SUBJECT: Preparation of Employee Record Cards

25X1A

REFERENCE: CIA Notice [REDACTED] dated 28 January 1953

1. In compliance with paragraphs 2 and 3 of referenced Notice, the appropriate Personnel Division (Overt or Covert) will initiate the Employee Record Card (OF 4b) on employees entering on duty. The OF 4b will be transmitted to the gaining office after its initial preparation by the appropriate Transactions and Records Branch. When preparing new forms OF 4b, the Transactions and Records Branches will type in the following data:

- a. Name of employee in Item No. 1.
- b. Date of birth in Item No. 5.
- c. Veterans preference in Item No. 6.
- d. CSC status in Item No. 9.
- e. Race in Item No. 12.
- f. Record of initial personnel action in Items No. 17, 18, 19, 20, 21.

Print (in pencil) the following data:

- a. Home address and telephone number, Item No. 4.
- b. Marital status, Item No. 8.
- c. Emergency addressee, Item No. 10.

2. The Personnel Divisions (Overt and Covert) will transmit an appropriate number of copies of "Instructions for the Establishment and Maintenance of Employee Record Files", attached, to administrative and personnel officers in the organizations serviced by them. In addition, it may be desirable to arrange meetings with administrative and personnel officers for the purpose of clarifying questions or problems which arise.

[REDACTED]  
GEORGE E. MELOON

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Attachment:

Instructions for Establishment and Maintenance of Employee Record Files.

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Security Information

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